

Chief, Management Staff

12 July 1956

- File -

25X1A9a

Chief, OAM Staff (DD/I and DD/S Area)

Work Report, Week Ending 11 July 1956

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

Accomplishments

1. 7/9 Completed

AS-907, Request by DO to Interchange Two Slots in Contact Division. [REDACTED]

25X1A9a

2. Evaluation completed of employee suggestion No. 1654 concerning Separation of Employees to be Interviewed Before Effective Date of Separation to Permit Early Action on Security (Back-Stopping). [REDACTED]

25X1A9a

3. Management Staff budget has been accepted by Budget Division, Office of the Comptroller as currently written. [REDACTED]

25X1A9a

Assignments Active This Week

4. Project 5-72, Assistance to OMR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [REDACTED]

25X1A9a

5. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. [REDACTED]

25X1A9a

FOIAb3b16. AS-855, 7/9 Adjustment [REDACTED] - reorganization, reduction in % and reclassification and revision of position titles. [REDACTED]

25X1A9a

7. Project 5-46, Preparation of Statements of Mission and Functions of the CIA KLINT Staff Officer and other Agency Participants in the KLINT Program. [REDACTED]

25X1A9a

8. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation [REDACTED]

25X1A9a

9. Project 5-1a, Fiscal Division - Assistance in implementing recommendation on payroll procedures. [REDACTED]

25X1A9a

10. Project 5-50, Review of Procedures, Printing Services Division. Assistance in implementing recommendation on requisition procedure. [REDACTED]

25X1A9a

11. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]

25X1A9a

SECRET

12. NS-894, Request for Increase of 5 in Personnel Ceiling and %/0, and in Table of Vehicular Allowances for Motor Pool. [REDACTED] 25X1A9a

13. Transfer of Clipping Service from OGR to IAS (OP). [REDACTED] 25X1A9a

14. NS-883, Increase of 8 in OGR %/0 for Foreign Language Incentive and Development Programs. [REDACTED] 25X1A9a

15. Transfer of Administration of JCD/SCD from D/Pers. to OGR. [REDACTED] 25X1A9a

16. NS-901, Authorization for new Aircraft Maintenance Division, LO, as approved by DDCI and others. [REDACTED] 25X1A9a

Miscellaneous

17. Training. Fifteen hours on-the-job training on finance and fiscal procedures and on logistics procedures and organization. [REDACTED] 25X1A9a

[REDACTED]
[REDACTED] 25X1A9a